

Procedures for Preparing the Department's FY 2011 Excess Elimination and Banking Report

Background

Conference Report (Rpt. 108-258) accompanying the FY 2002 Energy and Water Development Appropriations Act directed the Department to develop an Excess Elimination Report to be submitted as part of the Congressional budget request each year.

Based on this requirement DOE has established a bank of dispositioned real property. The bank consists of all real property (measured in square feet) that has been disposed of since FY 2002 minus square footage that has been used to offset new construction on a one-for-one square foot basis. A waiver process has been established to offset new construction at a site that has no square footage in the bank (see below). An exception to this is Office of Environmental Management (EM) Closure Sites are not eligible for banking of eliminated square footage.

Excess Elimination Report

To comply with the Conference Report the Office of Engineering and Construction Management (OECM) will maintain the DOE Bank of square footage available to offset new construction and generate a yearly report on the status of progress toward eliminating excess and underutilized real property assets.

Waivers

In its FY 2007 Report the Department advised the Congressional Committees the waiver process (transferring square footage from one site to another) would be administered by the Office of Engineering and Construction Management. Waivers are necessary when a site requires new construction to meet mission needs and the site does not have sufficient square footage banked to meet the required one-for-one offset. In this case a request is made by either the Headquarters Program Office or the site representative to OECM. Procedures for requesting a waiver are as follows:

1. Coordinate with OECM Phil Dalby (via email) and request a waiver for the square footage necessary to offset required new construction.
2. Provide brief justification and document mission need for the new facility.
3. OECM will process waiver and make appropriate changes to the bank.
4. The DOE Bank can be found at: <http://fimsinfo.doe.gov/> Under the Excess Elimination Tab.

Updating The Department's Space Bank for FY 2011:

The following time line will be utilized to develop the FY 2010 OECM Excess Elimination Report. The report will be provided to Headquarters Program Offices by OECM.

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30 September to ~12 November 2011

Sites archive all real property assets that were disposed of in FY 2011. It is very important that **ALL** assets disposed of in FY 2011 are archived by 12 November. This assures the Department gets credit for all FY 2011 dispositions. **Note: No assets will be banked if they are not archived in the Facility Information Management System (FIMS) database.**

~30 January 2012

FIMS query is taken of archived real property assets dispositioned during FY 2011.

6 February 2012

Program Offices will be sent a draft copy of the FY 2010 bank highlighting FY 2010 dispositions and a spreadsheet detailing the added square footage at each site that requires offset. Program Offices will be asked to review their FY 2011 dispositions and offsets and provide concurrence or comments by 16 February 2012.

16 February 2012

Receive Program Office concurrence or comments on the FY 2011 Bank.

16 March 2012

Program Offices are provided the Draft Excess Elimination Report and asked to provide concurrence or comments by 4 March 2011.

16 April 2012

Program Offices provide concurrence or comments on Draft Excess Elimination Report.

16 May 2012

FY 2011 Excess Elimination Report issued to Program Offices via memorandum and email and posted on FIMS and OECM's website.